



# Fort Lewis College Testing Center

## CREDIT BY EXAM POLICIES AND PROCEDURES

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There are three ways to fulfill the Lib 150 general education requirement.

- Receive a passing grade in the course.
- Transfer in "Composition II" credit from another accredited college or university.
- Receive credit by examination. This option is not recommended for most students; transfer students or those with significant scholarly research backgrounds are most likely to satisfy the Lib 150 requirement through examination.

### Credit by Exam Policies

- A student may not take a special exam for a course that he or she has already taken in the regular fashion, regardless of the grade earned previously unless it was an Audit grade.
- A student can only attempt credit by examination for Lib 150 once a semester.
- A student can only attempt credit by examination for Lib 150 a total of two times.
- A student must not be currently enrolled in a Lib 150 class when they take the exam; verification of enrollment status will be made after the exam.

### Credit by Exam Procedures:

- Fill out the information in the top section of the Application for Credit By Special Exam
- Go to the cashier's office in Berndt Hall and pay the necessary fees for testing (\$12). Be sure to keep your receipt for fees paid. **This fee is non-refundable and non-transferable.**
- Drop off the Application form and your fee payment receipt to the administrative assistant in the Office of the Dean of General and Exploratory Studies (Jones Hall, 104). The drop off deadline is the Friday before the exam date. The Chair and the Dean will sign your form and forward it, along with your fee payment receipts, to the Testing Center.
- The Testing Center Coordinator will administer the test on the testing date. Once your test has been graded, the TCC will notify you whether or not you scored well enough to receive credit by examination for the Lib 150 course. The TCC will also forward your application, receipts and test results to the Records Office.

### On the day of the test:

- You must present a current photo ID in order to take the test.
- Your student account will be charged a \$20 test administration fee (this is separate from the "credit" fee which must be paid in advance.) **This fee is non-refundable and non-transferable.**

### Cut-Point for Pass or Fail

Students who receive a score of 80% or higher will receive a grade of "X" on their transcripts. "X" means you earned the credit by exam. Students who receive a score of 79% or lower will receive a grade of F on their transcript. This grade will be factored into your GPA. If a student receives a failing grade on the Lib 150 test, there are two ways to replace the grade. First, the student can take the Lib 150 course in a subsequent semester and pass. The "F" grade will then be excluded from the GPA and the grade received in the course will be factored in. Second, a student can re-take the test in a subsequent semester and earn a score of 80% or higher. The "F" grade will be excluded from the GPA; because the new grade will be "X," no new grade will be factored into the GPA.

### Preparation

For test preparation, consult online course materials for Lib 150 at: <http://library.fortlewis.edu/instruct/lib150/default.asp>

### Questions?

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